INFO 3233-001 HYBRID - Summer 2019
Data and Information Management

Instructor: Dr. Antonis Stylianou  
Office: 266B Friday  
Phone: 704.687.7605

Email: astyleianou@uncc.edu – this is the preferred mode of communication. Please allow up to 24 hours turn-around time for questions during the workweek. Weekend questions may take longer. Note that some questions/issues are best addressed in person.

Office Hours: TWR 10:30-11:30 and by appointment. I will be physically available in my office during these times and will also be available online via WebEx.

Face-to-Face Class Hours: TR 8:00-10:30 – Additional online participation is required
Venue: Friday Rm. 123

Teaching Assistant: Mr. Abdul Rahman Hussain – agulammo@uncc.edu

TA Office Hours: MF 8:30-10:00 in Friday 216 (open lab)

Syllabus

- This syllabus contains the policies and expectations I have established for this course. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

- The standards and requirements set forth in this syllabus may be modified at any time by the instructor. Notice of such changes will be by announcement in class and/or by changes to this syllabus posted on the course Canvas website.

Catalog Description

A study of and implementation of databases for business applications. Exploration of basic concepts of design and the use of SQL to create and manipulate corporate databases.

Pre- or Corequisite(s): INFO 3130 with grade of C or above; and Junior standing or permission of department.

Course Learning Objectives

1. Use database terminology appropriately to communicate with business users.
2. Apply data modeling principles to design effective and efficient relational databases.
3. Implement a relational database based on a design.
4. Use SQL to create, query and update databases.

Course Materials

**Note: The ISBN is for a loose leaf bundle containing only the chapters we will be using and is available at the campus bookstore. Alternatively, you may purchase the complete 10th Edition of the textbook from an online source. The editions are virtually the same. ** If you choose to purchase an older edition, you will need to copy the end-of-chapter problems from another student as some will be different. **
• **Textbook student website:** contains data files and the textbook Appendices -

• Other readings and helpful documents will be posted on Canvas.

**Workload**

Being designated as hybrid, this course will cover the required instructional hours through physical meetings twice a week plus through video recorded lectures. *Approximately fifteen (plus/minus 5) hours of out-of-class student work each week will be required to be successful in the class.* Out-of-class work may include but is not limited to: required reading, watching videos, completing tutorials, practicing, written assignments, teamwork, and studying for quizzes and exams.

**Grading**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exams (3@22.5%)</td>
<td>67.5%</td>
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<tr>
<td>Project</td>
<td>14%</td>
</tr>
<tr>
<td>Assignments (2@3%+5%)</td>
<td>8%</td>
</tr>
<tr>
<td>Quizzes (5@0.5%)</td>
<td>2.5%</td>
</tr>
<tr>
<td>Chapter Problems &amp; Homework</td>
<td>5%</td>
</tr>
<tr>
<td>Attendance &amp; Participation</td>
<td>3%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

The final letter grade will be calculated based on the following scale:
A: 90% and above; B: 80-89.9%; C: 70-79.9%; D: 60-69.9%; F: Below 60%.

Grades will be posted on Canvas along with the feedback. You can set your Canvas preferences to receive notification when grades are available.

**Exams**

Four equally weighted exams will be given in this course: three during the semester plus a comprehensive final. However, only three of the exams will be counted towards the grade. Students may take all four exams and drop the one with the lowest grade.

*Make-up exams will NOT be given except in cases of serious medical emergencies as evidenced by a written doctor's excuse.* Permission must be obtained from the professor prior to the scheduled exam time. Students missing an exam with an approved excuse will be allowed to make up the exam with the professor's approval during the final exam period. There will be no make-up for the comprehensive final.

Exam reviews will be available during office hours or by appointment for one week after exam grades are posted.

Exams are a form of intellectual property belonging to those who create them (your professors). Consequently, exams must remain in my possession or under my control at all times. This means that exams may not be taken out of the room or copied. Students are encouraged to review their exams during office hours or by appointment. However, failure to return an exam after taking or reviewing it or removing an exam from my presence at any time or copying an exam or any portion of it will be
considered theft of intellectual property. Such action will result in an exam grade of zero and may warrant further disciplinary action.

**Cell phones and smart watches must be silenced and stored away** (in purse, backpack, pocket) during exams. Any usage of such during the exam (from the time the exam is handed out to departure from class) will result in a grade of zero for the exam and may warrant further disciplinary action.

**Assignments/Project**

One assignment will be completed individually. You must complete that assignment on your own. Any sharing between students (past, current, future) will be considered a violation of the Academic Integrity Code and will result at a minimum in a grade of zero for the assignment with a possibility for further disciplinary action.

A second assignment and a project will be completed by teams of students and turned in for a grade. All members in a group are expected to contribute. If a group member does not contribute, the rest of the members may, after a consensus agreement and the consent of the instructor, ask him/her to leave the group. The maximum project grade for students not belonging to a group will be a B. Any sharing with anyone outside of the group (including past, current, future students) will be considered a violation of the Academic Integrity Code and will result at a minimum in a grade of zero for the project/assignment with a possibility for further disciplinary action.

**Peer reviews will be factored into the individual grades for group work.**

**Quizzes**

Five quizzes with ten multiple-choice and true-false questions each are assigned on Canvas. These quizzes are associated with Chapters 2-6 and are generally due at the beginning of the session when each chapter is covered. Students will have three attempts at each quiz, with the highest score kept.

**Homework**

Students will complete several small homework problems associated with each chapter. In general, these problems are due on the session after each chapter is covered. Students are required to submit in Canvas either an electronic file containing their work or a snapshot of their handwritten work. To receive credit, each problem must be clearly identified and the work must be legible! Credit will be given for a complete attempt for each problem assigned, regardless of whether the answer is completely correct or not.

**Attendance and Participation**

Attendance and participation are required. Attendance may be taken at any point during the class (beginning, middle, and end) and may even be checked multiple times. Tardiness or early departure are disruptive and are, of course, discouraged and will be reflected in the attendance grade as absences. Absence from a class session also implies zero participation for that session.

Absences from class may be excused by the instructor for such reasons as personal illness, religious holidays, or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences.

Every student is expected to study the textbook and other posted materials (notes, solutions, etc.) **prior to each class session.** Students must be prepared to answer questions on the “current” topic. Discussion
questions and quizzes may be used to evaluate preparation/participation and the results will be
combined with the attendance record.

Students will be held responsible for any material covered, announcements made, assignments passed
out, and any other type of work that they may miss during any absence from class.

Due Dates Policy
A deadline is like a ticket for a cruise. If you arrive after the scheduled departure time, the ship will have
sailed without you and your ticket (homework) will be worthless. Written homework must be handed in
within 5 minutes of the scheduled start time for the class period on which it is due. Late work will not be
accepted, and you will receive a zero for that work. If you know you will miss class, make arrangements
to turn in your work ahead of time.

Grade Appeals Policy
If you believe that the grade you received on an assignment or an exam was in error or unfair, you can
appeal to the professor in writing within seven (7) calendar days after the grades are posted. The appeal
should clearly state the reasons why you believe the grade to be unfair or the nature of the error.
Overdue appeals will not be considered.

Class Behavior Policy
Disruptive behavior distracts from the ability of others to profit from their in-class experience. Such
behavior includes but is not limited to arriving late, leaving early, having side conversations, making
unnecessary comments that add no value to the class, surfing the net, and any activities that negatively
impact the ability of other students to learn and/or listen in class.

Rude and inappropriate behavior will not be tolerated. Since it is my responsibility to provide an
environment that is conducive to learning for everyone in the class, I will deduct points from the grade of
any student who chooses to repeatedly distract others. In particularly egregious cases, I will have the
student permanently removed from the class.

Under no circumstances will students be permitted to spend their class time working on assignments for
other classes, checking e-mail, surfing the Web, texting, or engaging in activities not related to the class.
Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the
course.

Electronic Devices in Class
Use of computing, communication, or other devices during the class time for purposes other than
those required for the class is prohibited and may result in being asked to leave the classroom for the
remainder of the class period. This includes the use of laptops, lab computers, phones or other devices
for Internet browsing, game playing, reading news, emailing, texting, chatting, IM, Facebook, or other
activities not required for the class. Cellular phones and other communication devices must be silenced
AND stored away during class.

Class recording
Electronic video and/or audio recording is not permitted during class unless the student obtains
permission from the instructor. If permission is granted, any distribution of the recording is prohibited.
Students with specific electronic recording accommodations authorized by the Office of Disability
Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

**Academic Integrity**

As a program that helps to create business and government leaders, the College of Business has an obligation to ensure academic integrity is of the highest standards. Standards of academic integrity will be enforced in this course.

University regulations will be strictly enforced in all cases of academic irregularities, cheating or plagiarism or any variations thereof. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student’s submitted work, examinations, reports, and projects must be his/her own work.

All UNCC students have the responsibility to be familiar with and to observe the requirements of The UNCC Code of Student Academic Integrity (see the Catalog and also https://academicintegrity.uncc.edu/). This code forbids cheating, fabrication or falsification of information, multiple submission of academic work, plagiarism of written materials and software projects, abuse of academic materials (such as library books on reserve), and complicity in academic dishonesty (helping others to violate the code). Additional examples of violation of the Code include:

- Representing the work of others as your own.
- Using or obtaining unauthorized assistance in any academic work.
- Giving unauthorized assistance to other students.
- Modifying, without instructor approval, an examination, paper, record, or report for the purpose of obtaining additional credit.
- Misrepresenting the content of submitted work.

Students are expected to report cases of academic dishonesty they become aware of to the course instructor who is responsible for dealing with them.

For this course, it is permissible to assist classmates in general discussions about the homework. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned work. Students may not “work together” on graded assignments. Such collaboration constitutes cheating, unless it is a group assignment. A student may not use or copy (by any means) another’s work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the TA, not other classmates.

Any further specific requirements or permission regarding academic integrity in this course will be stated by the instructor, and are also binding on the students in this course. Students who violate the code can be punished to the extent of being permanently expelled from UNCC and having this fact recorded on their official transcripts. The normal penalty is zero credit on the work involving dishonesty and, potentially, further substantial reduction of the course grade to a lower or failing grade.

If you are unclear about whether a particular situation may constitute an honor code violation, you should meet me to discuss the situation. Feel free to discuss the definition of cheating and/or plagiarism with me if you are unclear on these terms or have questions about the acceptability of a particular type of action.
The instructor may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

**Instructor Absence or Tardiness**
If I am late in arriving to class, you must wait a full 20 minutes after the start of class before you may leave without being counted absent, or you must follow any written instructions I may give you about my anticipated tardiness.

**Disability Accommodations**
Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. If you have a disability that qualifies you for academic accommodations, please provide a letter of accommodation from the Office of Disability Services. For more information regarding accommodations, please contact the Office of Disability Services at 704.687.4355 or stop by their office in 230 Fretwell.

**Diversity**
The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

**Non-Discrimination**
All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person’s actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.

**Incomplete Grade Policy**
Receiving a grade of incomplete ("I") is not based solely on a student's failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time. An incomplete grade can be given only when a student has a serious medical problem or other extenuating circumstance that legitimately prevents completion of required work by the due date. In any case, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a significant portion of the course, and the student must provide proper written proof (e.g., a doctor’s note) of the extenuating circumstances.

**Religious Accommodation for Students Policy**
The instructor will observe University Policy 409 ([https://legal.uncc.edu/policies/up-409](https://legal.uncc.edu/policies/up-409)) on matters of religious accommodation. Please note that the procedure prescribed by this policy requires a notice to the instructor prior to the census date of the semester (typically the tenth day of instruction).

**Ownership of Course Materials**
My lectures and course materials, including presentations, tests, exams, outlines, and similar materials, are protected by copyright. I am the exclusive owner of copyright in those materials I create. I encourage you to take notes and make copies of course materials for your own educational use. However, you may not, nor may you knowingly allow others to reproduce or distribute lecture notes and course materials
publicly without my express written consent. This includes providing materials to commercial course material suppliers such as CourseHero and other similar services. Students who publicly distribute or display or help others publicly distribute or display copies or modified copies of an instructor’s course materials may be in violation of University Policy 406, The Code of Student Responsibility.

Course Changes Policy
The instructor reserves the right to make any necessary changes to the course content, schedule, and policies. Notice of such changes will be by announcement in class and/or by changes to this syllabus posted on the course Canvas website.
# Tentative Class Schedule

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Assigned Pre-Session Work</th>
<th>Due Dates</th>
</tr>
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<tbody>
<tr>
<td>May 21</td>
<td>Data Models</td>
<td>❶ Syllabus</td>
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<tr>
<td></td>
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<td>❷ Ch. 1</td>
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<td>❸ Ch. 2</td>
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<tr>
<td>22</td>
<td>The Relational Database Model</td>
<td>❶ Ch. 3</td>
<td>• Chapter 2 Quiz</td>
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<td>❷ Ch. 3 Videos</td>
<td>• Chapter 3 Quiz</td>
</tr>
<tr>
<td>23</td>
<td>ER Modeling</td>
<td>❶ Ch. 4 &amp; Apx. A &amp; E</td>
<td>• Ch2: Pr 5, 7, 8, 9, 14, 16 a, d</td>
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<td>❷ Ch. 4 Videos</td>
<td>• Ch3: Pr 8, 11, 13, 14, 15, 20, 22</td>
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<td>ER Modeling</td>
<td>❸ Visio Tutorial</td>
<td>• Chapter 4 Quiz</td>
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<td>• Group Formation</td>
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<tr>
<td>29</td>
<td>Advanced Data Modeling</td>
<td>❶ Ch. 5</td>
<td>• Chapter 5 Quiz</td>
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<td></td>
<td>❷ Ch. 5 Videos</td>
<td>• Group Formation</td>
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<tr>
<td>30</td>
<td>Normalization</td>
<td>❶ Ch. 6</td>
<td>• Chapter 6 Quiz</td>
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<td></td>
<td>❷ Ch. 6 Videos</td>
<td>• Assignment 1</td>
</tr>
<tr>
<td>June 4</td>
<td><strong>Exam 1 (Chapters 1-4)</strong></td>
<td></td>
<td>• Ch5: Pr 1, 2, 3, 5, 7</td>
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<tr>
<td>5</td>
<td>Normalization</td>
<td></td>
<td>• Ch6: Pr 1, 2, 3, 4</td>
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<td>• Ch6 HW 1, 2</td>
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<tr>
<td>6</td>
<td>SQL</td>
<td>❶ 3 PPT, 2 Videos</td>
<td>• Assign. 2 &amp; Peer Evaluations</td>
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<td>❸ Online Access Tutorials,</td>
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<td>❹ Online SQL Tutorial</td>
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<td>11</td>
<td>SQL</td>
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<tr>
<td>12</td>
<td>SQL</td>
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<td>• Tutor I: 1-10</td>
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<td>13</td>
<td><strong>Exam 2 (Chapters 5, 6; 9 as bonus)</strong></td>
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<td>SQL</td>
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<td>• Tutor I: 11-20</td>
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<td>• SQL Bonus Assignment</td>
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<td>19</td>
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<tr>
<td>20</td>
<td><strong>Exam 3 (SQL) Lab 339</strong></td>
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<td>• Project &amp; Peer Evaluations</td>
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<tr>
<td>25</td>
<td>Final Exam &amp; Make-Up Exams (8:00am) Lab 280</td>
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1. Read 2. View 3. Practice

Hybrid session – no face-to-face classroom session